



Figure 494: The Menus tab of the Customize dialog

Modifying an existing menu

- 1) In the *Scope* drop-down list in the upper right of the Customize dialog, choose whether to save this changed menu for Calc or for a selected document.
- 2) In the *Target* drop-down list, select the menu that you want to customize. The list includes all the sub-menus as well as the main menus. The commands on the selected menu are shown in the *Assigned Commands* list below.
- 3) To add a command to the selected menu, click on a command in the *Available Commands* list and then click the right arrow. You can narrow the search by using the *Search* box on the top left or selecting the *Category* in the drop-down list. Use the up and down arrows on the far right-hand side to move the command into the place where you want it in the *Assigned Commands* list.
- 4) To remove a command from the selected menu, click on it in the *Assigned Commands* list and then click the left arrow.
- 5) To insert a separator or submenu, use the commands in the *Insert* drop-down under *Customize* at the bottom right.